AGENDA
MAPLE PLAIN PLANNING COMMISSION
MAPLE PLAIN CITY HALL
APRIL 17, 2014
7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ADOPT AGENDA

IV. CONSENT AGENDA

A. Approval of the February 13, 2014 regular meeting minutes.

V. PUBLIC HEARINGS

A. Preliminary and Final Plat Approval Request for 5030 Highway 12 Subdivision.

VI. ADMINISTRATIVE REPORTS

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. COMMISSION REPORTS and OTHER BUSINESS

X. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentation will be limited to 3 minutes. This session will be limited to 15 minutes.

XI. ADJOURN

Next meeting: Thursday, May 8, 2014, 7 p.m. at Maple Plain City Hall

City of Maple Plain Planning Commission
Meeting Notes
February 13, 2014
Maple Plain City Hall
7:00 PM

I. CALL TO ORDER

Chair Bliss called the meeting to order at 7:03 p.m.

Present: Commission Chair Michele Bliss, and Commissioners John Fay, Barb Rose and Stephen Shurson; Council Liaison, Dave Eisinger; Planning Consultant Mark Kaltsas; and Assistant to the City Administrator Maggie McCallum.

Absent: Commissioner Mardelle DeCamp

II. PLEDGE OF ALLEGIANCE

III. ADOPT AGENDA

Rose moved to adopt the Agenda; Fay seconded. Motion passed 3-0.

Stephen Shurson entered the meeting at 7:06 p.m.

IV. CONSENT AGENDA

Fay moved to approve the Consent Agenda including edits to the meeting minutes; Rose seconded. Motion passed 4-0.

Items approved under the Consent Agenda:
A. Approval of the January 9, 2014 meeting minutes.

V. PUBLIC HEARINGS

A. Preliminary and Final Plat Approval Request for 5030 Highway 12 Subdivision.

City Planner, Mark Kaltsas introduced this item to the Commission. He stated the owners of the commercial property, KBID, located at 5030 Highway 12, are asking that the City:

- Approve a Preliminary Plat that approves a three (3) lot subdivision of the mentioned property; and
- Approve a Final Plat that approves a three (3) lot subdivision of the mentioned property.

Kaltsas informed that the property currently houses two commercial buildings, is zoned for Mixed-Use, and has a total acreage of 4.16 acres. He said that the subdivision would create three new parcels with the following acreage.

- Lot 1: 2.16 Acres
- Lot 2: 1.12 Acres
- Lot 3: .80 Acres

Kaltsas stated that the subdivision will allow for development on the vacant, north half of the property.

He said that the City allows for the subdivision of property in the MU-G zoning district if all applicable criteria for granting a subdivision are met by the applicant. Kaltsas said the applicant provided the City with a survey and proposed preliminary and final plat.

Kaltsas informed of the setbacks and stated that the application meets all setback requirements except for the parking lot.

He stated that staff reviewed the site plan and mentioned several items for consideration:

- A cross access agreement between lot 2 and 3 should occur. (The City could do this as a condition).
- A cross parking agreement between the two lots be established.
- Revisions to easement information on the preliminary and final plat drawings to meet City easement requirements.

Kaltsas informed that staff is seeking a recommendation from the Planning Commission. He said that staff recommends approval with conditions.

Public Hearing Opened at 7:18 p.m.

Chair Bliss asked about the fourth parcel listed as “Outlot A” and if it was removed from the subdivision plan. Kaltsas informed that this parcel was removed because it did not meet the size requirements per City Code.

Commissioner Fay asked for clarification regarding the cross parking agreement between Lots 2 and 3. He asked that if the one of the lots were sold, would the agreement hold.

Kaltsas informed that it depends on the new use of the building. He mentioned that more parking could be added on the southern edge of the properties.

Commissioner Shurson asked about an easement for the proposed regional trail and if that easement needed to be asked for at this time.

Kaltsas stated that this application serves to subdivide the lots located on 5030 Highway 12. He informed that the lot, to the north, will be sold to developers, Rose Creek Builders, and at that time an easement can be requested.

Public Hearing Closed at 7:35 p.m.

Shurson moved to approve the Preliminary and Final Plat and recommend approval to the Council with conditions; Fay seconded. Motion passed 4-0.

VI. ADMINISTRATIVE REPORTS

Assistant to the City Administration, Maggie McCallum, introduced Mark Kaltsas as the new City Planner. Kaltsas introduced himself and stated that he is excited to be working with the Planning Commission and City of Maple Plain. The Commission welcomed Kaltsas.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. COMMISSION REPORTS & OTHER BUSINESS

McCallum stated that staff is still trying to set up a time in which the Planning Commission and the City Council can schedule a workshop to discuss the Commission's 2014 work plan.

Shurson informed of a meeting between himself, Ann_____, the City of Maple Plain, the City of Independence, about the regional trail route. He stated that the meeting served as a means to educate and provide background information on the master plan, and to engage elected officials.

Fay asked they received feedback regarding the preferred route.

Shurson said that there are pros and cons to each route. Shurson stated that Councilmember McCoy is a strong advocate for the route going through Downtown Maple Plain because it provides connections outlined in many of the City's plans.

Shurson stated that the meeting was positive and that by the end of the meeting, people were generally in favor of the route through Maple Plain.

X. VISITORS TO BE HEARD

None.

XI. ADJOURN

Rose moved to Adjourn; Fay seconded. Motion passed 4-0. Meeting adjourned at 7:53 p.m.

Prepared by

Maggie McCallum, Assistant to the City Administrator

Agenda Information Memorandum
April 17, 2013 Maple Plain Planning Commission

V. PUBLIC HEARINGS
A. 5540 PIONEER CREEK DRIVE PARKING LOT EXPANSION: PROTOLABS

ACTION TO BE CONSIDERED

To review a request for a commercial property, located at 5540 Pioneer Creek Drive, for the excavation, construction and expansion of a parking lot.

To hold a public hearing to accept public comment on the request, and to provide a recommendation to the City Council.

FACTS

- In September 2013, the Planning Commission approved an excavation and grading permit for the expansion of a new parking lot located at 5540 Pioneer Creek Drive.
- In November 2013, the Planning Commission and City Council approved a variance request, by Protolabs, to allow for parking stalls that are 18 feet in depth and a parking aisle that is 23 feet wide.
- Protolabs is requesting to expand the existing parking lot again.
- The site location is located along the north side of Pioneer Creek Drive within the Industrial Park.
- All commercial and industrial development is required to go through the site plan review process.
- The parking lot expansion would add 25 new parking spaces (total of 320).
- Staff is seeking a recommendation from the Planning Commission for the requested Site Plan Review.
- Staff recommends approval with several conditions.

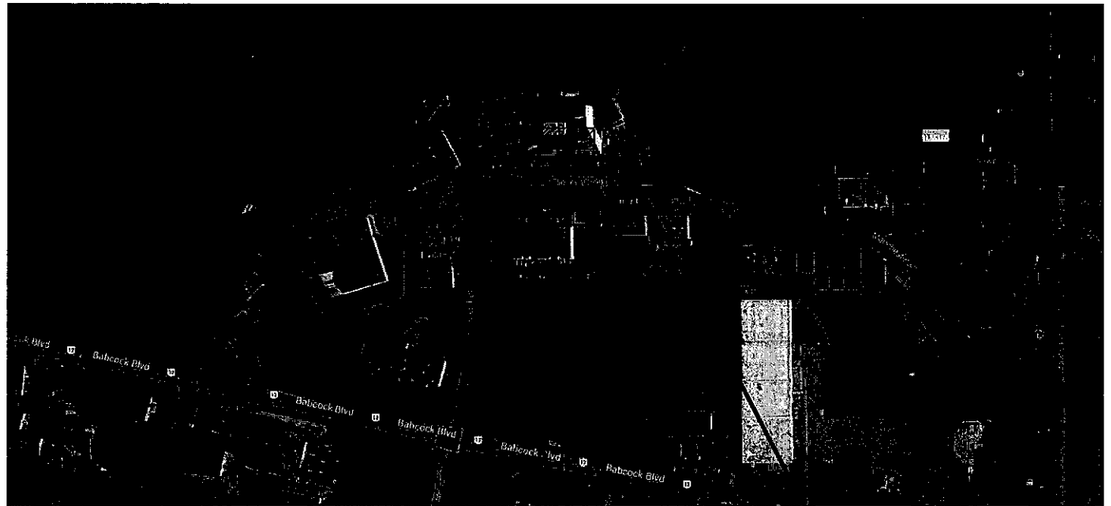
ATTACHMENTS

Attached on page(s) 7 through 23 is a report from City Planner, Mark Kaltsas, a site plan and survey of the applicant's property, and additional applicable information.

Proto Labs Headquarters
Maple Plain Facility

5540 Pioneer Creek Drive
Maple Plain, MN 55359

The "South 40" Office Renovation



PROJECT LOCATION MAP
NOT TO SCALE

PROJECT SCOPE

PROJECT SITE

BUILDING CODE INFORMATION:

BUILDING

A. Location
Proto Labs Headquarters
5540 Pioneer Creek Drive
Maple Plain, MN 55359

B. Applicable Codes
International Building Code (IBC) – 2006 Edition
Minnesota State Building Code – 2007 Edition
Minnesota State Fire Code – 2007 Edition
Minnesota State Accessibility Rules – 2007
International Fire Code – 2006 Edition
International Plumbing Code – 2000 Edition
International Mechanical Code – 2000 Edition
National Electrical Code – 2008 Edition

C. Existing Space Conditions

Total Space:	77,636 SF
– Offices =	53,266 SF
– Warehouse/Storage =	3,360 SF
– Manufacturing =	21,010 SF

The project is an interior remodeling of the existing building. No expansion of the building is proposed.

D. Occupancy Classifications (IBC Ch.3)

Office –	Group B Occupancy
Warehouse/Storage –	Group S1 Occupancy
Manufacturing –	Group F1 Occupancy

Groups B, S1, & F1 occupancies are non-separated uses (Table 508.3.3)

E. Allowable Building Area (IBC Ch.5, Table 507.3)
Type of Construction – 2-B, fully sprinklered.

F. Building Classification (IBC Ch.9, Table 601)
Unlimited in one story sprinkler Type B, S, & F occupancies where 60'-0" or greater yards, on all sides, provided in Type 2 construction.
NOTE: 3HR walls have been provided on walls less than 60' from property line per Phase 1 documents previously issued.

G. Construction Requirements (IBC Ch. 6, Table 601 & Table 602)

Construction Type	2B
Fire resistive rating requirements	
Structural frame	0
Bearing walls	0
Partitions – permanent	0
Floor Construction	0
Roof Construction	0

H. Exit Requirements (IBC Ch. 10, Table 1003.2.2.2 and 1003.2.3.)

Occupant Load for Group B (Office):
53,266 SF/100 GSF = 533 Occupants
Exit width required: 533 occupants x 0.15 in./occ. = 79.95" – 1 exit required / 1 provided

Occupant Load for Group S1 (Warehouse/Storage):
3,360 SF/500 GSF = 7 Occupants
Exit width required: 7 occupants x 0.15 in./occ. = 1.05" – 1 exit required / 1 provided

Occupant Load for Group F1 (Manufacturing):
21,010 SF/100 GSF = 211 Occupants
Exit width required: 211 occupants x 0.15 in./occ. = 31.65" – 4 exits required

Group S1 & F1 occupancy maximum distance to exit, with sprinkler system = 250 feet
Group B occupancy maximum distance to exit, with sprinkler system = 300 feet
(Table 1016.1)
TOTALS: 6 Exit Doors Req'd – 8 Exit Doors Provided

I. Accessibility (Minnesota State Building Code 2003)

All spaces to comply with accessibility rules, chapter 1340.

(403.1.1.) Buildings undergoing alterations as defined in chapter 3 shall comply with the applicable requirements specified in Minnesota Rules, part 1341.0409, ADAAG 4.1.5; Accessible Buildings; Additions, and part 1341.0411, ADAAG 4.1.6; Accessible Buildings; Alterations; subparts 1,2, and 3.

J. Plumbing Fixture Requirements (IBC Ch. 29, Table 2902.1)

Occupancy Office	533 Occupants	
266.5 Female	6 water closet (1 per 50)	5 lavatory (1 per 40 for first 80, 1 per 80 thereafter)
266.5 Male	6 water closet (1 per 50)	5 lavatory (1 per 40 for first 80, 1 per 80 thereafter)
Drinking Fountains:	6 (1 per 100) or Water Service	
Service Sinks: 1		
Occupancy Warehouse/Storage	7 Occupants	
3.5 Female	1 water closet (1 per 100)	1 lavatory (1 per 100)
3.5 Male	1 water closet (1 per 100)	1 lavatory (1 per 100)
Drinking Fountains:	1 (1 per 1,000) or Water Service	
Service Sinks: 1		
Occupancy Manufacturing	211 Occupants	
105.5 Female	3 water closet (1 per 100)	3 lavatory (1 per 100)
105.5 Male	3 water closet (1 per 100)	3 lavatory (1 per 100)
Drinking Fountains:	1 (1 per 400) or Water Service	
Service Sinks: 1		

TOTALS: Fixtures Req'd: 6 (Men), 6 (Women), 3 Service Sinks, 6 Drinking Fountains,
Fixtures Provided: 10 (Men), 10 (Women), 3 Service Sinks
Lavatories Req'd: 5 (Men), 5 (Women)
Lavatories Provided: 10 (Men), 10 (Women)

GENERAL NOTES:

The work for this project includes all work necessary to complete the interior fit-up & remodeling general construction.

1. Conduct work in a manner that does not interfere with security of the building.
2. Plan work sequence with Owner and obtain their approval before starting work.
3. Notify Owner and Architect of existing site conditions that are in conflict with the intent of these documents.
4. Coordinate with Mechanical HVAC & Plumbing Design / Build documents.
5. Coordinate with Electrical Design/Owners documents.
6. Coordinate with Fire Protection Design / Build documents.
7. Coordinate all work on the project. General Contractor to provide a project superintendent to manage and supervise the work.
8. Each contractor and subcontractor shall be responsible for all cutting and patching required to complete his work.
9. Assume full responsibility for protection and safekeeping of products under this contract.
10. Codes and Standards: All work shall be performed in compliance with all current applicable codes in the State of Minnesota and City of Maple Plain.
11. Permits and Fees: Contractor is responsible for all permits, & approvals necessary for completion of the work. Provide and pay for construction building permits and inspection fees required for each portion of the work.
12. Provide a waste container and pay for removal service of all refuse and waste materials generated by all contractors and subcontractors. Each subcontractor will be responsible for clean-up and removal of his own waste materials from the store. Leave the space vacuum and broom clean. Recycle as much as possible.
13. Receive and verify all owner supplied materials and equipment. Any and all shortage and damages shall be documented on receiving tickets and reported to owner and architect immediately upon receipt.
14. Contractor is responsible for all work necessary to complete the demolition, general construction, ventilation, plumbing, and electrical construction shown on these contract documents. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.
15. Fire suppression to be design/build through the general contractor.
16. Contractor is responsible to visit the site to verify existing conditions, review the documents and identify any discrepancies. All discrepancies shall be reported to the architect at the time of the bid.
17. See Civil Drawings for site work.

INDEX TO DRAWINGS

General
a0.0 Title Sheet & Drawing Index

Civil
C1 Demolition Plan
C2 Site Dimension Plan
C3 Grading, Drainage, Erosion Control & Utility Plan
C4 Details & Specifications Plan

Architectural
a1.0 Site Plan & Demolition
d2.1 Upper Level Demolition Floor Plan
a2.1 Upper Level Floor Plan
i2.1 Upper Level Finishes Plan & Schedule
ffe2.1 Furniture, Fixtures & Equipment Plan
a7.1 Restroom Plans & Elevations
a7.2 Interior Elevations & Plans
a8.1 Door Schedule, Window Details & Elevations
a9.1 First Level Reflected Ceiling Plan

TENANT SUMMARY (ENTIRE BUILDING)	
OFFICE AREA	51,694 SF
WAREHOUSE/STORAGE	15,755 SF
MANUFACTURING	20,061 SF
TOTAL	87,511 SF

PARKING SUMMARY (ENTIRE BUILDING)	
OFFICE AREA STALLS	51,694 SF / 250 = 207
WAREHOUSE/STORAGE STALLS	15,755 SF / 400 = 40
MANUFACTURING STALLS	20,061 SF / 400 = 50
TOTAL STALLS NEEDED	297
TOTAL STALLS PROVIDED	320

Comm. No. 1393
Date 3/3/14

Allan Mechanical Inc.

GILBERT

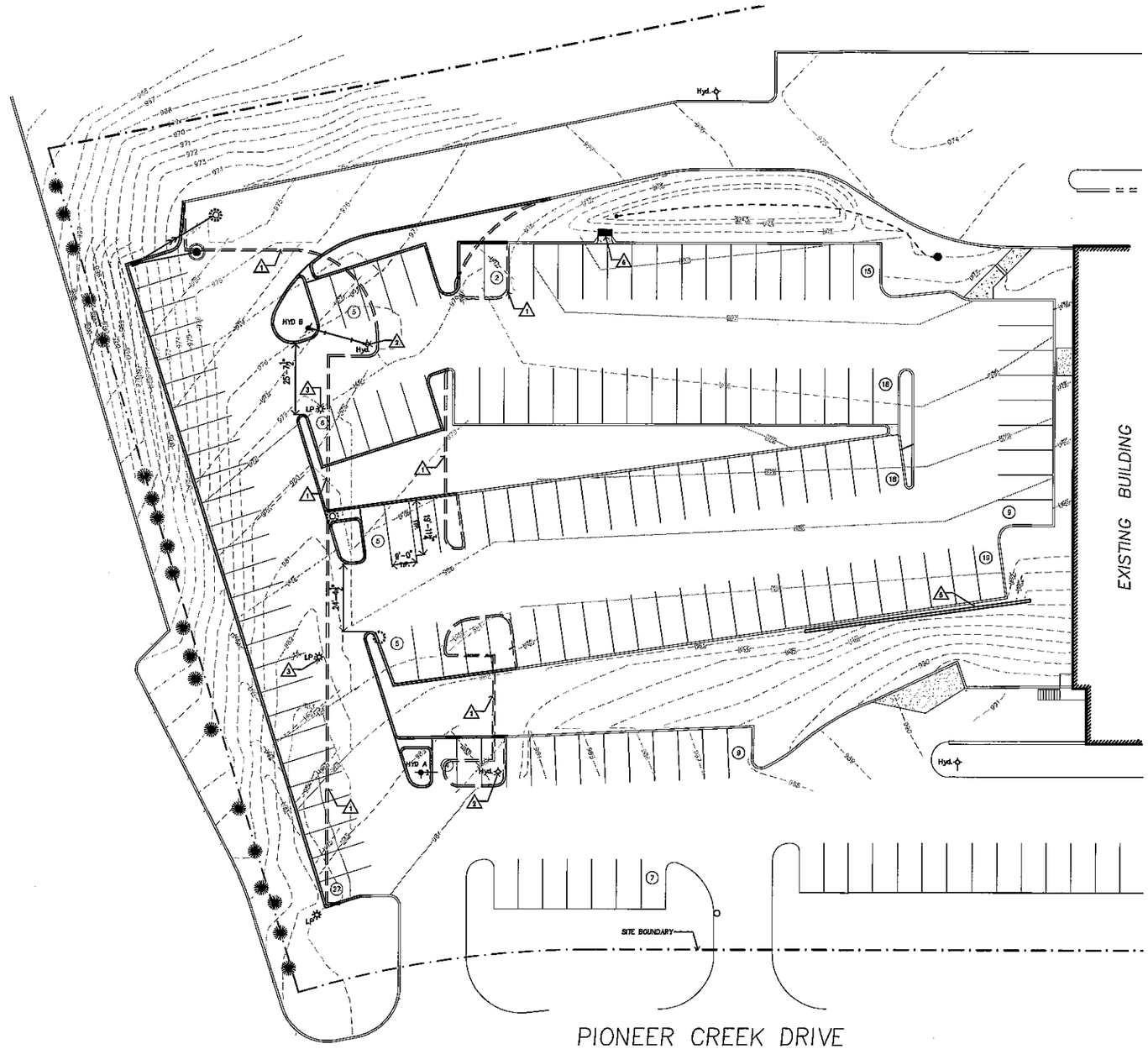
Rehder & Associates, Inc.
Civil Engineers, Planners & Land Surveyors

Owner
PROTO LABS
Project
PROTO LABS HEADQUARTERS – INTERIOR REMODEL
Title
TITLE SHEET & DRAWING INDEX

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the State of Minnesota.
By:
Title: Architect Date: 3/3/14
Registration Number: 16366

Drawing No.
a0.0

HAGEN, CHRISTENSEN & McILWAIN
ARCHITECTS
4321 CEDAR AVENUE SO. • MINNEAPOLIS, MN 55407
TEL. (612)824-1302 • FAX (612)825-7296



1 SITE PLAN
1" = 20'

NORTH

SITE PLAN SYMBOL KEY

=====	DEMOLISH CURB
Hyd.	REMOVE HYDRANT FOR RELOCATION
LP	REMOVE LIGHTPOST FOR RELOCATION
═══	NEW CURB
HYD	NEW HYDRANT
	NEW LIGHTPOST
#	PARKING STALL NUMBER

SITE PLAN KEY NOTES

1. EXISTING CURBS TO BE REMOVED. SEE CIVIL.
2. REMOVE AND RELOCATE EXISTING HYDRANT. SEE CIVIL.
3. REMOVE AND RELOCATE EXISTING LIGHT POST. SEE CIVIL.
4. NOT USED
5. EXISTING RETAINING WALL.
6. RAIN GUARDIAN TREATMENT SYSTEM.

TENANT SUMMARY (ENTIRE BUILDING)	
OFFICE AREA	51,694 SF
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Comm. No. 1393
Date 3/3/14

Allan Mechanical Inc.

GILBERT

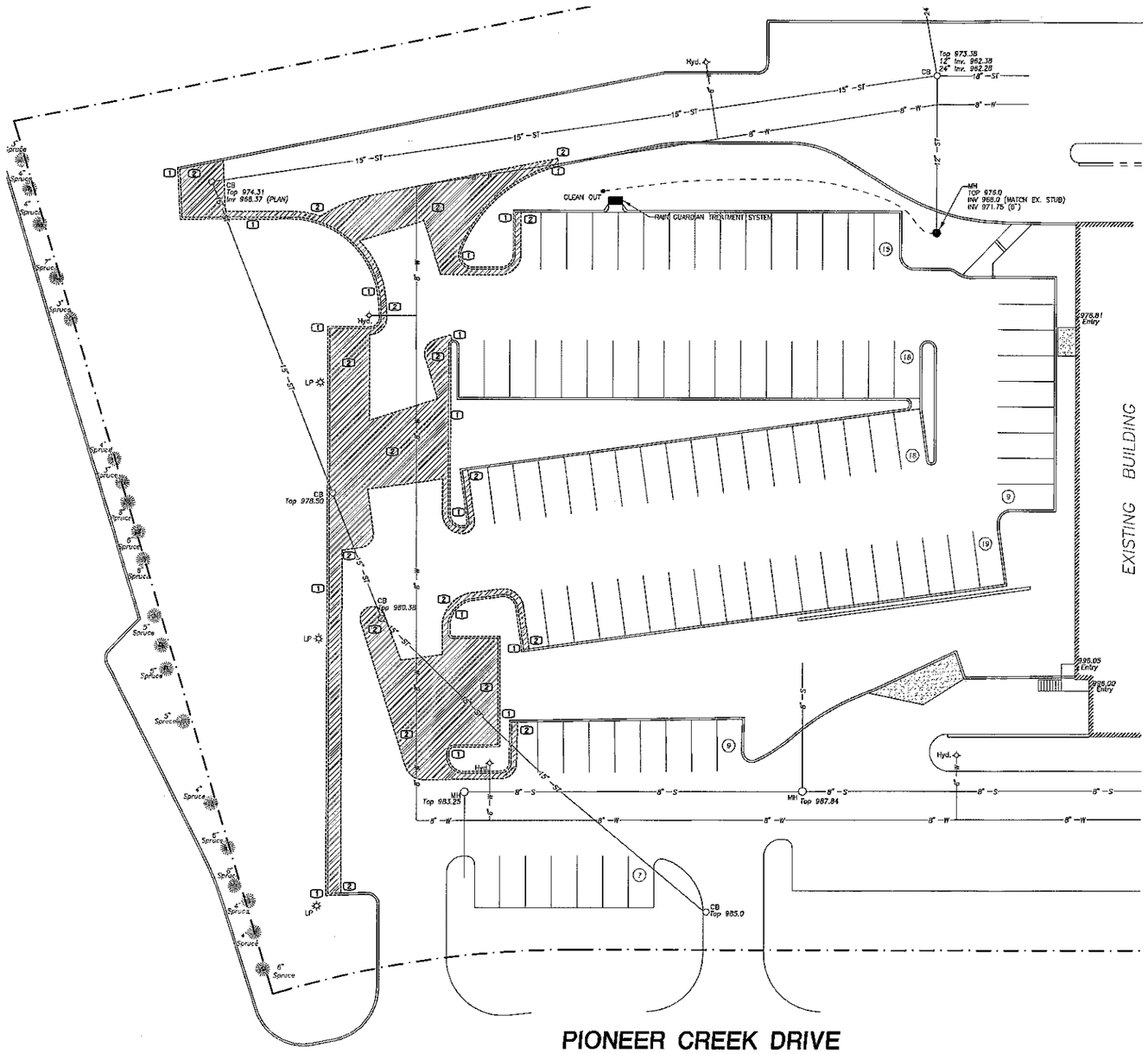
Rehder & Associates, Inc.
Civil Engineers, Planners & Land Surveyors

Owner
PROTO LABS
Project
PROTO LABS HEADQUARTERS - INTERIOR REMODEL
Title
SITE PLAN

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the State of Minnesota.
By:
Title: Architect Date: 3/3/14
Registration Number: 18368

Drawing No.
a1.0

HAGEN, CHRISTENSEN & McILWAIN
ARCHITECTS
4001 CEDAR AVENUE SO • MINNEAPOLIS, MN 55407
TEL (612)864-1822 • FAX (612)864-7296



DEMOLITION NOTES

1 – REMOVE CONCRETE CURB & GUTTER
2 – REMOVE BITUMINOUS PAVEMENT (FULL DEPTH SAW CUT BITUMINOUS)

NOTE: SEE ELECTRICAL PLAN FOR REMOVAL AND RELOCATION OF LIGHT POLES.

LEGEND

- BOUNDARY/ROW/BLOCK LINE
- BUILDING/PARKING SETBACK LINE
- EXISTING BITUMINOUS TO BE REMOVED

N

0 10 20 40 60
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-6051 • Fax: 651-452-9797 • email: info@rehder.com

PROJECT NO.: 141-2716.010 DRAWING FILE: 2716010.DWG

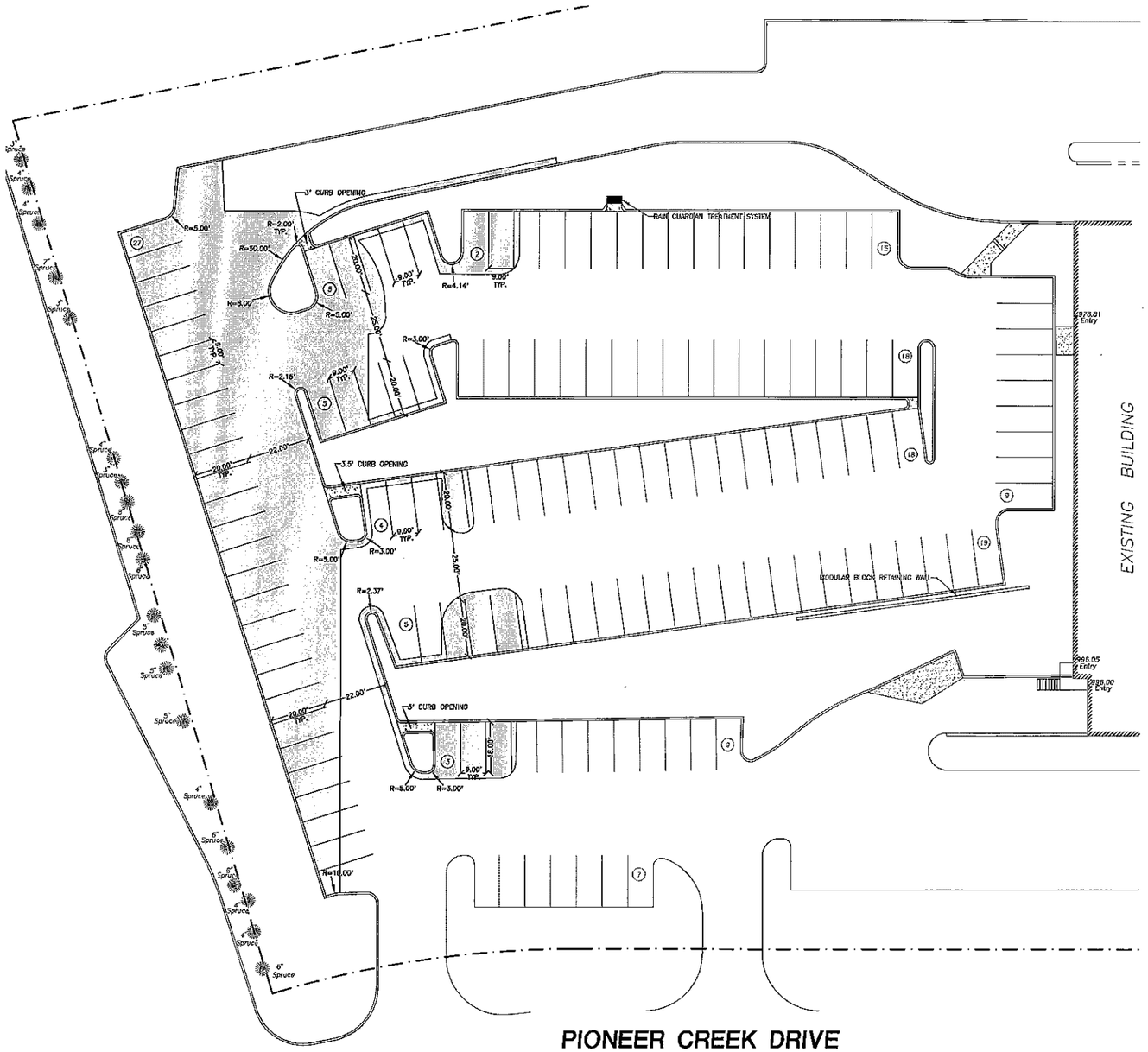
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name John A. Krausert Date Reg. No. 16525

Issued
CONSTRUCTION SET
3-3-16

DEMOLITION PLAN
PROTO LABS – WEST PARKING LOT ADD'N
CITY OF MAPLE PLAIN

SHEET NUMBER
C1



PARKING STALLS PROVIDED	
EXISTING CONDITIONS	
STANDARD STALLS	121
ACCESSIBLE STALLS	0
TOTAL	121
EXISTING STALLS REMOVED	
STANDARD STALLS	26
ACCESSIBLE STALLS	0
TOTAL	26
PROPOSED ADDITIONAL STALLS	
STANDARD STALLS	51
ACCESSIBLE STALLS	0
TOTAL	51
PROPOSED CONDITIONS	
STANDARD STALLS	146
ACCESSIBLE STALLS	0
TOTAL	146

SITE NOTES

1. – All dimensions between curbing and to radius points are to face of curb.
2. – All curb and gutter on private property shall be type B-612 as per the details unless otherwise noted.
3. – All parking stall striping width is 9.00' unless otherwise noted.

LEGEND

PROPOSED STD. DUTY BITUMINOUS

PROPOSED CONCRETE

N

0 10 20 40 60

Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-5061 • Fax: 651-452-9797 • email: info@rehder.com

PROJECT NO.: 141-2716.010 DRAWING FILE: 2716010.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name John A. Krausert Date Reg. No. 16525

Issued

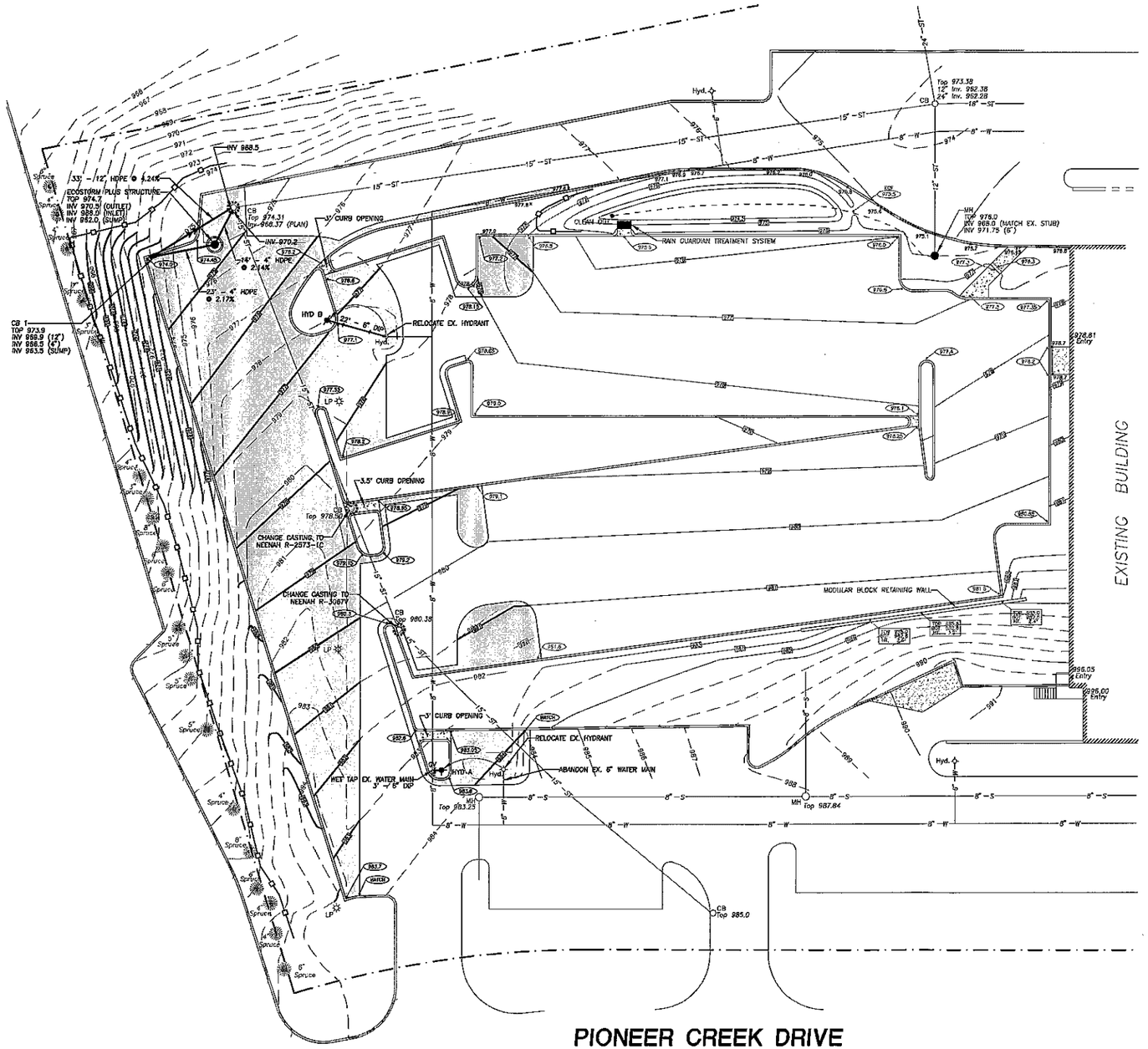
CONSTRUCTION SET

3-3-14

SITE DIMENSION PLAN
PROTO LABS – WEST PARKING LOT ADD'N
CITY OF MAPLE PLAIN

SHEET NUMBER

C2



GRADING NOTES

1 – All elevations shown are to final surfaces.

EROSION CONTROL NOTES

1 – All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
2 – Sweep paved public streets as necessary where construction sediment has been deposited.
3 – Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
4 – Temporary soil stockpiles must have silt fence around them.
5 – Excess concrete/water from concrete trucks shall be disposed of in a portable washout concrete basin or disposed of in a contained area.

UTILITY NOTES

1 – All watermain to have a minimum of 7.5' of cover.

HYDRANT SCHEDULE

HYDRANT NO.	BREAKOFF FLANGE
HYD A	984.1
HYD B	977.8

CATCH BASIN SCHEDULE

STRUCTURE NO.	BARREL SIZE	NEENAH CASTING NO.
CB 1	48"	R-3067V

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- SILT FENCE
- INLET PROTECTION DEVICE
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED WATERMAIN
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- EXISTING CONTOUR
- EXISTING ELEVATION
- EXISTING CONTOUR (NOT VERIFIED)
- EXISTING ELEVATION (NOT VERIFIED)
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER

N

0 10 20 40 60
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-5051 • Fax: 651-452-9797 • email: info@rehder.com

PROJECT NO.: 141-2716.010 DRAWING FILE: 2716010.DWG

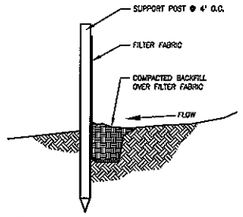
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name John A. Krausert Date Reg. No. 16525

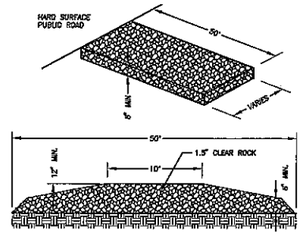
Issued
CONSTRUCTION SET
3-3-14

GRADING, DRAINAGE & EROSION CONTROL & UTILITY PLAN
PROTO LABS – WEST PARKING LOT ADD'N
CITY OF MAPLE PLAIN

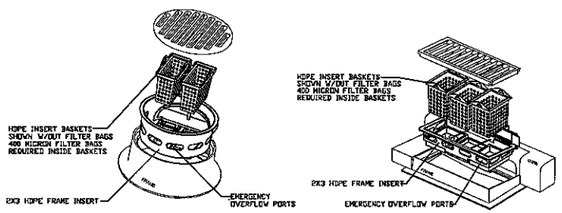
SHEET NUMBER
C3



1 / C4 SILT FENCE
NO SCALE

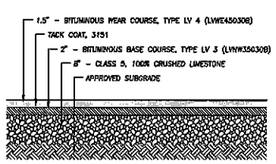


2 / C4 ROCK CONSTRUCTION ENTRANCE
NO SCALE



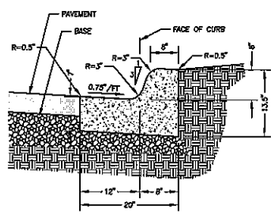
NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

3 / C4 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



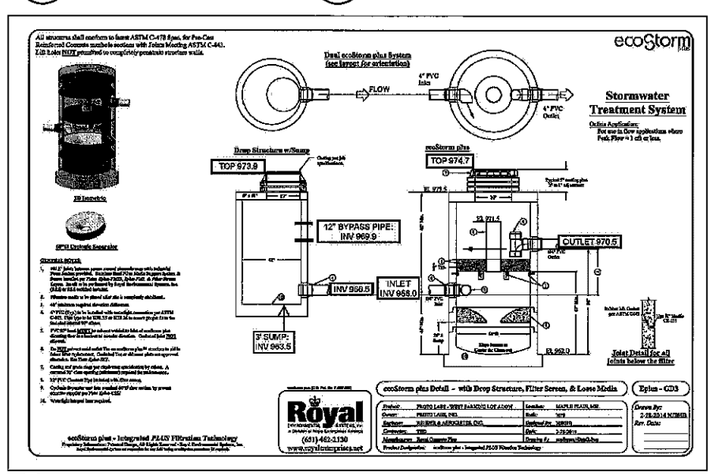
NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

4 / C4 PAVEMENT SECTION
NO SCALE



Note: Where contours indicate, ignore 0.75"/ft slope indicated above and match adjoining pavement slope to prevent gutter from "ponding".

5 / C4 B612 CONCRETE CURB & GUTTER
NO SCALE



6 / C4 ECOSTORM PLUS STRUCTURE
NO SCALE

SPECIFICATIONS

GENERAL

I. GENERAL

A. Before construction begins, the Contractor will contact all utility companies, both public and private and have them locate all utilities within the construction limits.
B. The Contractor shall be responsible for arranging all required inspections with the governing authority that has jurisdiction over the work that is to be performed.
C. The Contractor shall stay within the construction limits unless approved otherwise by the Owner and or Engineer. Construction limits are defined by the property boundary unless shown different on the plan.
D. The Contractor shall be responsible for protecting all existing structures, utilities, trees, etc. from damage during construction.
E. The Contractor shall be responsible for correcting any damage (at Contractor's expense).
F. Any discrepancies found on the site that affect the proposed work shall be reported to the Owner and/or Engineer before the completion of any additional work.
G. No soils report provided. Subgrade soils assumed adequate for the proposed construction.
H. Existing Topography Survey provided by Reinder & Associates, Inc.

SITE CLEARING

I. GENERAL

A. Remove trees, shrubs, grass, and other vegetation or obstructions, as required, to permit installation of improvements shown on the Plans.

II. EXECUTION

A. Trees and stumps shall be hauled from the site. Burial on-site or burning of trees and stumps will not be allowed.
B. Where existing trees are indicated to remain, leave existing topsoil in place within drip lines to prevent damage to root system.
C. Topsoil shall be stripped from disturbed areas and stockpiled in piles not exceeding 8-feet in depth.
D. Remove all back dirt and unsuitable material from under drives and roadways within 3-feet of final pavement subgrade.
E. Remove all waste materials and unsuitable or excess topsoil from Owner's property.

GRADING, EROSION CONTROL, AND TURF ESTABLISHMENT

I. GENERAL

A. All grading, erosion control and turf establishment shall be according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.
B. All erosion control measures shown on the plans must be installed prior to commencement of grading operations and maintained until all areas altered on the site have been restored.
C. All areas disturbed by construction shall be restored with seed and staked mulch, sod, wood fiber blanket, or be hard surfaced within two weeks of substantial completion of construction.
D. Provide approved borrow soil materials from off-site when sufficient approved soil materials are not available from excavations. Remove all excess and unsatisfactory material from the site.
E. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earthwork operations.
F. Compaction shall not be less than the following percentages of maximum dry density according to ASTM D 698:
   I. Under structures, building slabs, steps, and pavements, compact the top 12 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   II. Under walkways, compact the top 6 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   III. Under lawn or unpaved areas, compact the top 6 inches below subgrade and each layer of backfill or fill material at 95 percent maximum dry density.
G. Grades as shown on the plan are to finished grade.

II. PRODUCTS

A. Satisfactory soils include ASTM D 2487 soil classification groups GW, GP, GM, SW, SP, and SM; free of rock or gravel larger than 2-inches in any dimension, debris waste, frozen materials, vegetation and other deleterious matter.
B. Unsatisfactory soils include ASTM D 2487 soil classification groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.
C. All backfill and fill materials must be satisfactory soil materials.
D. Topsoil shall be per ASTM D 5268, free of stones 1" or larger.
E. Subbase and base material must be a naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand meeting MNDOT Specifications for Class 5 gravel.
F. Spring/Summer temporary turf establishment: seed shall be MNDOT Mixture 110 @ 100 lbs/acre and mulch shall be MNDOT Type 1.
G. Winter temporary turf establishment seed shall be MNDOT Mixture 100 @ 100 lbs/acre and mulch shall be MNDOT Type 1.
H. Provide fresh, clean, strongly rooted sod not less than 2 years old with a uniform thickness of not less than 2 inches and free of weeds.

III. EXECUTION

A. Fill under buildings shall be compacted to meet Soil Engineer's recommendations.
B. Place 4-inches of topsoil over all areas to be re-established with turf.
C. Provide erosion control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and waterways.
D. Wherever construction vehicle access routes intersect paved public roads, provisions must be made to minimize the transport of sediment (mud) by runoff or vehicles tracking onto the paved road surface. Where sediment is transported onto a public road surface, the roads shall be cleaned thoroughly at the end of each day. Sediment shall be removed by shoveling or sweeping and be transported to a sediment controlled disposal area. Street washing shall be allowed only after sediment is removed in this manner.

BITUMINOUS PAVEMENT

I. GENERAL

A. Provide hot-mix asphalt pavement according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified
B. Conform to applicable standards of authorities having jurisdiction for asphalt paving work on public property.

II. PRODUCTS

A. Use coarse and fine aggregate materials and gradations that have performed satisfactorily in previous installations.
B. Provide a base and wear course as indicated on the plan unless otherwise specified.
C. Provide a tack coat as indicated on the plan unless otherwise specified.

III. EXECUTION

A. Verify that the subgrade is dry and in suitable condition to support paving and imposed loads.
B. The Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to placement.
C. Machine place hot-mix asphalt on prepared surface, spread uniformly, and strike off. Place asphalt mix by hand to areas inaccessible to equipment in a manner that prevents segregation of mix. Place each course to required grade, cross section, and thickness, when compacted.
D. Begin compaction as soon as placed hot-mix paving will bear roller weight without excessive displacement.
E. Provide an average density of 92 percent of reference laboratory density according to ASTM D 1559, but not less than 84 percent nor greater than 100 percent
F. Tolerances: Base course thickness shall be plus or minus 0.5-inches and surface course shall be plus or minus 0.25-inches.

PORTLAND CEMENT CONCRETE PAVEMENT

I. GENERAL

A. Provide Portland cement concrete pavement for roads, curbs, walks and exterior slabs according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

II. PRODUCTS

A. Portland cement concrete for curb and gutter and sidewalk shall be 4000 psi, 28-day compressive strength, 5.0% air entrainment, and 3-inch slump.
B. Provide Grade-60 reinforcing bars and tie bars where indicated.
C. During compound shall be solvent-borne, liquid membrane-forming ASTM C309, Type 1 or approved equal.

III. EXECUTION

A. The Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to pavement placement.
B. Comply with requirements and with ACI 304R for measuring, mixing, transporting, and placing concrete.
C. Comply with the Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars" for placing and supporting reinforcement.
D. Preformed expansion joints using 0.5-inch thickness shall be placed at each end of curb radius, at intersections, and approximately every 200-feet.
E. Contraction joints shall be placed at minimum 10-foot intervals in the curb and gutter and at 5-foot for walks.
F. Provide a medium to fine broom finish perpendicular to traffic flow.
G. Protect freshly placed concrete from premature drying and excessive cold or hot temperatures using moisture curing, moisture-retaining-cover curing, curing compound or a combination of these.

STORM SEWER

I. GENERAL

A. Storm sewer shall comply with all local regulations pertaining to storm sewer systems including materials, installation, and testing. If no regulations exist, comply with "Standard Utilities Specifications" by the City Engineers Association of Minnesota, latest edition.

II. PRODUCTS

A. Storm sewer indicated on the plan as HDPE shall be dual wall corrugated polyethylene pipe with soil tight fittings per the Corrugated Polyethylene Pipe Association (CPPA) standard specification 100-97.
B. Storm sewer catch basins and manholes shall be precast structures with at least two and at the most five adjusting rings.
C. Storm sewer castings indicated on the plan shall be from the Neenah Foundry or approved equal.

III. EXECUTION

A. The plans indicate the general location and arrangement of underground storm sewer systems. Location and arrangement of piping take into account many design considerations. Install piping as indicated on the plans, to the extent practical.
B. HDPE sewer pipe shall be bedded in accordance with ASTM D 2321, "Recommended Practice for Underground Installation of Flexible Thermoplastic Sewer Pipe".

WATER MAIN

I. GENERAL

A. Water main shall comply with all local regulations pertaining to water main systems including materials, installation, and testing. If no local regulations exist, comply with "Standard Utilities Specifications" by the City Engineers Association of Minnesota, latest edition.

II. PRODUCTS

A. Water main, indicated on the plan as DIP, shall be ductile iron pipe, Class 52, with push on joints and shall provide electrical conductivity across each joint.
B. All fittings shall be mechanical joint fittings.
C. Hydrants and valves shall meet all local and municipality requirements.

III. EXECUTION

A. The plans indicate the general location and arrangement of underground water main systems. Indicated locations and arrangements were used to size pipe and calculate friction loss, expansion, pump sizing, and other design considerations. Install piping as indicated, to the extent practical.
B. Bury all water main with a depth of cover of at least 7.5-feet or with the top at least 12-inches below frost penetration, which ever is greater.
C. All bends, stubs, and hydrants shall be rodded to the water main using 0.75-inch tie rods.
D. Tap water main with size and in location as indicated according to the requirements of the local water utility. The Contractor shall pay water utility fee.
E. Test all installed piping as required by the local water utility.

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-9051 • Fax: 651-452-9797 • email: info@reinder.com

PROJECT NO.: 141-2716.010 DRAWING FILE: 2716010.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name John A. Kronquist Date ____ Reg. No. 16525

3-3-14	

Issued
CONSTRUCTION SET

DETAILS & SPECIFICATIONS PLAN
PROTO LABS - WEST PARKING LOT ADD'N
CITY OF MAPLE PLAIN

SHEET NUMBER
C4

City of Maple Plain

Request by Proto Labs for Site Plan Review to Allow an Expansion of the Existing Parking Lot for the Property Located at 5540 Pioneer Creek Drive

To:	Planning Commission
From:	Mark Kaltsas, City Planner
Meeting Date:	April 17, 2014
Applicant:	Proto Labs
Owner:	Proto Labs
Location:	5540 Pioneer Creek Drive

Request:

Proto Labs, Inc. (Owner) requests that the City consider the following action for the property located at 5540 Pioneer Creek Drive (PID No. 24-118-24-32-0013):

a. Site Plan Review to allow for the expansion of the existing parking lot.

Property/Site Information:

The property is located along the north side of Pioneer Creek Drive. The subject property is located in the industrial park. The property has an existing building that is used for office, manufacturing and warehouse. The property has the following characteristics:

Property Information: 5540 Pioneer Creek Drive
Zoning: *I - Industrial*
Comprehensive Plan: *Industrial*
Acreage: 7 *Acres*

5540 Pioneer Creek Drive

Discussion:

The applicant is seeking site plan approval to expand the existing parking lot as a part of an internal building renovation project. All commercial and industrial development is required to go through the site plan review process. Site plan review requires the review of the Planning Commission and City Council. The Planning Commission holds a public hearing as a part of the site plan review process. The City shall consider the proposed site plan and subsequent effects relating to evaluation criteria established in the City's ordinance.

> *153.045 INTENT AND PROCEDURE*
>
> *(I) Evaluation criteria. The Planning Commission and City Council shall evaluate the effects of the proposed site plan. This review shall be based upon, but not be limited to, compliance with the City Comprehensive Plan, provisions of this chapter (Design Guidelines and City Engineering Requirements).*

The proposed parking lot expansion consists of the addition of 25 parking spaces. There are currently 121 parking spaces in the west parking area. The applicant is proposing to remove 26 parking spaces and put back 51 parking spaces. The applicant has provided a breakdown of the existing and proposed building uses so that the City can determine required parking. The summary of required parking is as follows:

Parking Summary:
Office Area – 1 space per 250 sf (51,694 sf/ 250) = 207 spaces required
Warehouse Area - 1 space per 400 sf (20,061 sf/400) = 40 spaces required
Manufacturing Area - 1 space per 400 sf (87,511 sf/400) = 50 spaces required
Total Number of Parking Spaces Required = 297
Total Number of Parking Spaces Provided = 320

The proposed expansion of the existing parking area will allow the total site parking to exceed the minimum required. In addition to reviewing the minimum parking space requirements, the City reviews all other applicable design criteria. Design criteria considered during the review of the proposed parking expansion includes; setbacks, parking space design, parking lot lighting, storm water management, drainage and grading.

Setbacks:

Minimum Lot Size: As necessary to meet all setbacks, parking and yard requirements.
Minimum Lot Width: None
Front Yard Setback: 35 feet minimum
Side Yard Setback: 20 feet minimum
Rear Yard Setback: 20 feet minimum
Parking Setback: Must meet applicable yard setback

In the I- Industrial Zoning District, the required side yard setback is 20 feet. The applicant is proposing to maintain a side yard setback of approximately 25 feet. No further encroachment into the rear yard setback is proposed.

Parking Space Design:

Minimum Parking Space Width: 9 feet
Minimum Parking Space Length: 20 feet
Minimum Parking Aisle Width: 25 feet
Minimum Parking Aisle Width with One-Sided Parking: 22 feet

The applicant is proposing to meet all applicable parking space design criteria established by the City.

Parking Lot Lighting:

Parking Lot lighting shall be arranged as to deflect light away from any adjoining residential zone or from the public streets. There are three (3) existing light poles located along the west property line adjacent to the existing parking lot. The applicant is proposing to relocate two (2) of the existing light poles. The light poles being relocated will not be directed towards residential or the public street.

Storm Water Management, Grading and Drainage:

The City's Engineer has reviewed the proposed parking lot expansion relating to storm water, grading and drainage. The Engineer's review letter is attached to this report. The City is requesting additional information pertaining to storm water calculations. Additional storm water management may be required based on the review of the information requested. In addition to the City's review of the proposed expansion, Pioneer Sarah Creek Watershed Commission requires this project be reviewed for grading and erosion control. The project does not trigger the Watershed review of stormwater management. Any conditions required as a result of the Watershed's review will be incorporated into the conditions of approval should the site plan be approved.

The proposed site plan generally meets the requirements established by the City. The proposed building renovation is for the interior of the building and no expansion of the building is proposed. The parking lot configuration will allow the applicant to accommodate the internal building changes proposed by creating additional parking. If the future use of the existing building changes or additional expansion of the site is proposed, additional review by the City may be required. This could result in additional improvements being required.

Neighbor Comments:

The City has not received any written or oral comments regarding the proposed subdivision

Recommendation:

Staff is seeking a recommendation from the Planning Commission for the requested Site Plan Review. Should the Planning Commission make a positive recommendation to the City Council, it is recommended that the following findings and conditions be included:

1. The proposed site plan meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.

2. Prior to the City Council's review of the site plan, the applicant shall complete the following items:

    a. The Applicant shall address all engineering comments as outlined in the engineering review memo from Stantec, dated April 11, 2014.

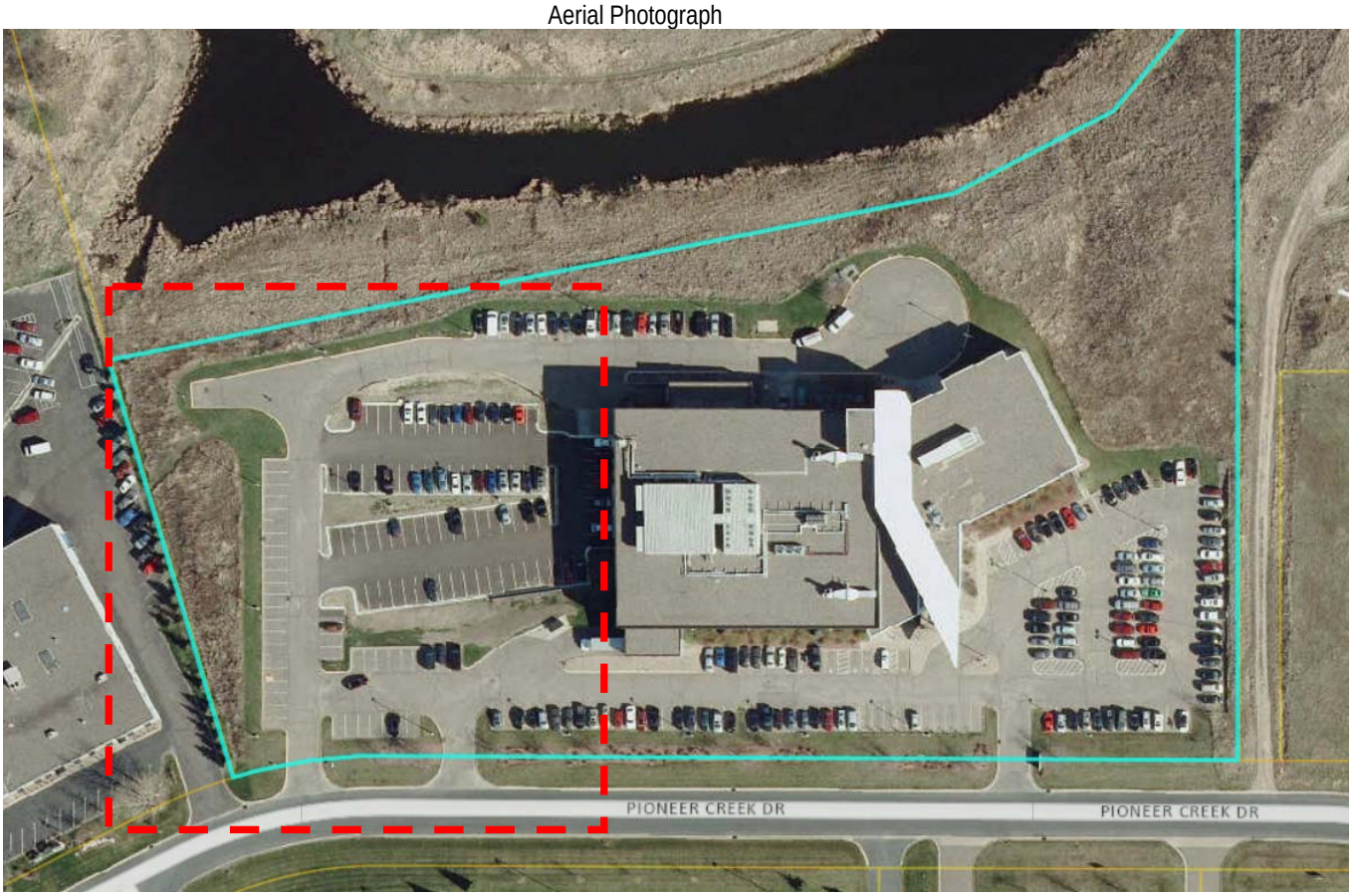
    b. The Applicant shall provide the City with a copy of the Pioneer Sarah Creek Watershed Commissions permit approval and subsequent conditions.

3. The Applicant shall pay for all costs associated with the City's review of the site plan review

Attachments:

1. Property Pictures
2. Survey
3. Preliminary Plat
4. Final Plat

Aerial Photograph



View Looking South

CITY OF MAPLE PLAIN
LAND USE APPLICATION REVIEW SIGN OFF

Name of Development Review Team Member:
Roger Peltso

Firm/Agency:
Mihonveit Inspection Services

Materials Distributed: **Date:** 3-20-2014

Materials Received: **Date:** _____

Materials Provided:

_____
_____
_____
_____
_____
_____
_____
_____

Review Completed: **Date:** _____

☐ Project does not require my review

Comments Returned: **Date:** 3/27/14

Roger Peltso — 3/27/14
Name (Signature) *Date*

Comments Received: **Date:** _____

_____ _____
Name (Signature) *Date*

Return form and comments to: City of Maple Plain
1620 Maple Avenue, P.O. Box 97
Maple Plain, MN 55359

Metro West Inspection Services Inc

Memo

To: Tessa Melvin

From: Roger Peitso

Date: March 27, 2014

Re: Proto Labs parking expansion

These are my comments in regards to this project

The access for emergency vehicles appears to be adequate for a 50 foot long truck throughout the new expansion of parking.

There is an increase in parking spaces available so there may need to be an increase in the required accessible parking. The total number of parking spaces available needs to be verified and the minimum requirements for accessible parking spaces shall be met.

Permits are required for the building alterations to the building and this review does not constitute approval of the proposed alterations to the building.

CITY OF MAPLE PLAIN
LAND USE APPLICATION REVIEW SIGN OFF

Name of Development Review Team Member:
Dave Eisinger

Firm/Agency:
MPFD

Materials Distributed: **Date:** 3-20-2014

Materials Received: **Date:** _____

Materials Provided:

_____
_____
_____
_____
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_____

It appears to alow plenty of room for FD access. DE

Review Completed: **Date:** 3-23-14

☐ Project does not require my review

Comments Returned: **Date:** _____

Name (Signature) Date 3-23-14

Comments Received: **Date:** _____

Name (Signature) Date

Return form and comments to: City of Maple Plain
1620 Maple Avenue, P.O. Box 97
Maple Plain, MN 55359

Maggie McCallum

To: James C Kujawa
Subject: RE: Pioneer-Sarah Creek Preliminary review, Proto Lab 'South 40office Renovation

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From: James C Kujawa
Sent: Tuesday, March 25, 2014 7:53 AM
To: Tessia Melvin
Subject: Pioneer-Sarah Creek Preliminary review, Proto Lab 'South 40 office Renovation

Hi Tessia

From my rough estimates, this project will disturb over 1.0 acres of area so the Pioneer-Sarah Creek Watershed standards for grading and erosion control review would be required to be reviewed and approved by the Commission.

At this time, between this expansion and the previous one (see attached email chain from August of 2013) the cumulative new impervious area are less than 0,5 acres, so no stormwater management review will be needed.

Attached is a copy of our current fee schedule for our current standards, which shows the triggers for each review category. To begin our official review we will need a complete application submitted to our administrative office (address is on the application form).

In the future we might have an issue with their frequent expansions and the cumulative amount of impervious areas though. From my information, the last expansion created 0.2 acres of impervious areas and this expansion will create 0.18 acres of new impervious area. Although this is still less than our stormwater management review trigger of 0.5 acres of new impervious area, with any new expansion they may have in the future, the cumulative impervious area might exceed the 0,5 acre trigger. When this occurs, they will have to provide some type of treatment for water quality and quantity for the cumulative impervious areas at that time.
At that time we will require any treatment pond/structure, etc. have a D&U easement over it and if the City doesn't maintain it, an agreement for maintenance be recorded on the title of the property. In addition, their water quality/quantity treatments will have to meet the Commission's requirements. The proposed EcoStorm system would not meet our NURP requirements.

And of course to complicate the issue, when our Third Generation Watershed plan is adopted (most likely in late 2014) the standards and triggers will change. (1.1" volume abstraction from new impervious areas)

Let me know if you have any questions.

Thanks

Jim

James C. Kujawa

Memo

Stantec

To:	Maggie McCallum	From:	Dan D. Boyum
	City of Maple Plain		City Engineer
File:	193801803	Date:	April 11, 2014

Reference: Parking lot expansion at Proto Labs

We received recently the West Parking lot expansion Plans dated March 3, 2014 from Rehder & Associates, Inc. for the above referenced project at 5540 Pioneer Creek Drive and have the following comments:

1. The developer's engineer should submit storm sewer calculations that show sizing and infiltration volumes for new impervious area. We will use that information to compare with Policy 3 in the City's Local Surface Water Management Plan (LSWMP).

2. Due to existing soils on the site, infiltration is not feasible. Therefore Policy 4 from the LSWMP cannot be met.

3. The City's standard for 90 degree angle parking requires a 9' wide x 20' long stall with a 25' driving aisle between the parking stalls. Dimensions on the parking lot are provided, but there is a dimension discrepancy on the typical stall length between sheet A1.0 (near stall number 5) and the Sheet C2.

4. The property owner is adding additional stalls to their existing parking lot, and generally every 25 stalls triggers the need for one handicap stall to meet ADA requirements. The property owners design engineer should review and comment on this item.

5. The developer's engineer should verify that the water main lead to Hydrant B has sufficient cover. If sufficient cover cannot be achieved, then insulation should be placed to protect the water main from freezing.

6. The plans were sent to Pioneer Sarah Creek Watershed Management Organization for comments. Though the project may not trigger formal commission review, any watershed staff comments should be addressed once they are received.

7. On the last two parking lot expansions at this property, a check was provided by the applicant as a financial guarantee based on the construction costs x 1.25. We anticipate the City will require something similar to this method on the

current parking lot expansion. The design engineer should forward the construction cost for this calculation.

8. Final signed plans should be submitted when the items above are addressed.

Please contact me at 651-604-4829 with any questions.

STANTEC CONSULTING SERVICES INC.

Dan Boyum
Associate
Dan.Boyum@stantec.com

c. Mark Kaltsas, Tessia Melvin, John Krausert and Nick Adams - Rehder & Associates, Inc., Ann Dienhart, and Jim Kujawa